

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	partment of Building and Safety					
Additional Information:	BAS/35 BUILDING BUREAU - GRADING					
Submitting Date:	1/22/2020					
*Quantity:	87 Boxes					
Records Dated From	3/1/1979 To 11/8/2012					
Description:	MULTIPLE RECORDS SERIES, SEE ATTACHED REPORT.					
Attachment: [2 MB max]	Detach BAS 35 Building Bureau Grading 87 Boxes.pdf					
Department Authorization						

Г

Authorizing Person:	Frank Bush	Date:	01/15/2020	

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowlege is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

• APPROVE

Authorizing Person:

PETTY SANTOS

Date Signed: 01/22/2020

Signature:

Date of Notification:

01/23/2020

(Records will be held for 60 days from this date).

SUBMIT



CITY OF LOS ANGELES REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX SUMMARY BY RECORD SERIES: Summary Page 1 of 1 **RECORDS OF:** BUILDING AND SAFETY/BUILDING BUREAU/GRADING /BAS/35/ SCHD **Record Series Title** From TOTAL То ITEM Total RETENTION NO. Boxes PERIOD 0007. GRADING PRE-INSPECTION REPORTS (B67) 2/1/1989 11/8/2012 TO+3 24 0011. PERMITS (INSPECTOR'S COPY WITH ORIGINAL FIELD NOT 3/1/1990 1/31/1992 TO+10 1 0013. STORM DAMAGE FILES 11/15/2003 12/9/2003 CL+10 2 X001. CATEGORICAL EXEMPTION FILES 6/7/2004 12/31/2007 TO+2 38 X005. ENVIRONMENTAL IMPACT REVIEW FILES 3/1/1979 10/31/1989 **TO+2** 22 Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 87

Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION: I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE

\$ 1. BY (DIV HEAD): 19 BY (DEPT HEAD): 29 DATE:

City Clerk/Records Management Division Form Gen. 48

(Revised 04/2016)

CITY OF LOS ANGELES REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

Date: 1/31/2019

Box List Page 1 of 4

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU/GRADING /BAS/35/ SCHD RECORD SERIES TITLE TOTAL DEPT CRC -- INCLUSIVE DATES-MEDIA DESCRIPTION OF BOX CONTENTS ITEM RETENTION CODE BOX (BOX) COUNT FROM TO NO. PERIOD NO. NO. GRADING PRE-INSPECTION REPORTS (B67) 0007. TO+3 2/1/1989 10/31/1989 000000943 808315 1 /BAS/35/ Grading Pre-Inspection Reports: Feb. - Oct. 1989. CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 4/1/1991 9/30/1991 DO 000000974 763275 2 /BAS/35/ GRADING GPI CRC GRADING PRE-INSPECTION REPORTS (B67) O007. TO+3 8/10/1990 11/18/1991 DO 000000990 764446 3 /BAS/35/ REEL, BATCH, FRAME # CRC GRADING PRE-INSPECTION REPORTS 0007. (B67) TO+3 10/1/2001 6/12/2002 000001561 632662 4 /BAS/35/ (Microfilmed on M1419.6.69 - M1420.2.109) CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 1/24/2002 7/2/2002 000001562 632663 5 /BAS/35/ (Microfilmed on M1389,1.9 - M1389,6.79) CRC GRADING PRE-INSPECTION REPORTS (B67) O007. TO+3 6/10/2002 6/18/2002 000001563 632664 6 /BAS/35/ (Microfilmed on M1405.8.396 - M1406.6.188) CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 10/9/2002 3/26/2003 000001564 632665 7 /BAS/35 (Microfilmed on M1420.2.110 - M1459.5.15) CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. TO+3 6/22/2004 8/4/2004 000002243 710281 8 /BAS/35/ 3848 S. ALSACE AVE. - 3016 N. DIVISION ST. (1010611200518436 - 1010809200520139) CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 11/20/2003 4/10/2004 000002244 710282 9 /BAS/35/ 1400 N. ALVARADO ST. - 11151 BETRAND AVE. (1010511200517606 - 1010609200518381 CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. **TO+3** 6/10/2003 11/21/2003 000002245 710283 10 /BAS/35/ 2016 N. BARNETT WAY - 2901 MANDEVILLE CYN RD. (M1499.1.270 - 1010510200517604) CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 5/15/2000 5/28/2003 000002246 710284 11 /BAS/35/ 1860 N. BEL AIR RD 0 2443 SOLAR DR. (M1406.1.479 -M1499.1.269) CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+3 7/9/2004 4/8/2005 000002247 710285 12 /BAS/35/ 1413 BENTON WAY - 15210 W. ANTELO PL,. (1010915200521353 - 1011015200522692) CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. TO+35/23/2005 12/21/2005 000002248 710286 13 /BAS/35/ 2727 S. CLUB DR. - 8261 W. MARYMONT LANE (1021118200523922 - 1010119200626401 CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) TO+35/23/2005 12/21/2005 000002249 710287 14 23111 W. LEONORA DR. - 103115 WOODRIDGE ST. (101103200522535 - 1021118200523920) /BAS/35/ CRC 0007. GRADING PRE-INSPECTION REPORTS (B67) **TO+3** 11/13/1995 7/20/1998 000002261 728395 15 /BAS/35/ M1044.3.4 - M1187.8.114 CRC **GRADING PRE-INSPECTION REPORTS** 0007 (B67) TO+3 9/25/1999 5/22/2000 000002262 728396 16 /BAS/35/ M1187.115 - M1231.4.443 CRC **GRADING PRE-INSPECTION REPORTS** 0007. (B67) TO+3 5/22/2000 1/21/2001 000002263 728397 17 /BAS/35/ M1231.4.444 - M1278.5.461 CRC GRADING PRE-INSPECTION REPORTS 0007. (B67) TO+3 1/5/2001 7/23/2001 000002264 728398 18 /BAS/35/ M1278.5.462 - M1389.6.10 CRC GRADING PRE-INSPECTION REPORTS 0007. (B67) TO+3 12/9/2005 3/28/2006 000002301 722210 19 /BAS/35/ 1661 W. Cortez St; 336 N. Belmont Ave. - 4224 N. Saltillo S. CRC 0007 GRADING PRE-INSPECTION REPORTS (B67) TO+3 9/5/2006 3/28/2006 000002302 722211 20 /BAS/35/ 4152 N. Division St. - 16036 Filbert St. CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. TO+3 3/9/2006 8/30/2006 000002303 722212 21 /BAS/35/ 10383 W. Monte Mar Dr. - 927 N. Avenue 63 CRC GRADING PRE-INSPECTION REPORTS 0007. (B67) TO+3 12/6/2006 4/3/2007 000002347 726060 22 /BAS/35/ Grading Pre-Inspection Reports CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. **TO+3** 8/16/2011 1/27/2012 000002665 790382 23 /BAS/35/ Grading Pre-Inspection Reports (by scan number): 1011121201141844, 1011121201141945, 101112120114 CRC GRADING PRE-INSPECTION REPORTS (B67) 0007. TO+3 2/8/2012 11/8/2012 000002672 798997 24 /BAS/35/ Grading Pre-Inspection Reports (by scan number): 1010210201244425, 1010210201244459, 101021020124 IRON PERMITS (INSPECTOR'S COPY WITH ORIGINAL FIELD 0011. TO+10 3/1/1990 1/31/1992 DO 000001058 763276 25

/BAS/35/ REEL, BATCH, FRAME #;

3/1/1990 1/31/19

CRC

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be *c* Destroyed <u>This Page</u>:

Reviewer Initials:

÷

CITY OF LOS ANGELES REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

RECORDS OF: BUILDING AND SAFE		OX LISTING	Box List Page 2 of 4					
SCHD RECORD SERIES TITLE			/BAS/35/					
ITEM NO.	DESCRIPTION OF BOX CONTENTS	TOTAL RETENTIC PERIOD		ISIVE DATES TO	MEDIA CODE	DEPT. BOX NO.		() _{COUN}
O013. /BAS/35/	STORM DAMAGE FILES 9612 ANZAC AVE 10528 ZAMORA AVE.	CL+10	12/9/20	03 12/9/2003	000	002236		60 26
0013. /BAS/35/	STORM DAMAGE FILES 526 W. 62ND STREET - 629 E. 120TH STREET	CL+10	11/15/20	03 12/3/2003	000	CRC 002237		51 27
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	6/7/200	4 12/16/2005	0000	CRC 002307	72596	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	6/11/200	14 12/17/2005		CRC 002308	72596	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	7/29/200	4 1/8/2006		CRC	72596	
X001, /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	3/29/200	5 8/10/2005		CRC 02310		
X001, /BAS/35/	CATEGORICAL EXEMPTION FILES 1020118200743660, 43663, 1020119200743674	TO+2	3/29/2005	5 8/10/2005		CRC 02311	72596	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	6/17/2005	5 12/23/2005		CRC 02312	725965	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	8/1/2005	11/3/2005		CRC	725966	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	8/7/2005	10/12/2005		CRC	725967	
X001. BAS/35/	CATEGORICAL EXEMPTION FILES	TO+2	8/9/2005	11/17/2005		CRC	725968	
X001. (Tract Files Scan number included: CATEGORICAL EXEMPTION FILES	TO+2	8/9/2005	12/9/2005		CRC	725969	
X001. (Tract Files Scan number included: CATEGORICAL EXEMPTION FILES	TO+2	8/23/2005	11/18/2005		CRC	725970	37
(001. C	Tract Files Scan number included: ATEGORICAL EXEMPTION FILES	TO+2	8/24/2005	12/30/2005		RC	725971	38
	Tract Files Scan Number included: ATEGORICAL EXEMPTION FILES	TO+2	9/6/2005	11/7/2005		RC	725972	39
	Tract Files Scan number included: ATEGORICAL EXEMPTION FILES	TO+2	9/8/2005		000002 Cl	319 RC	725973	40
	Tract Files Scan number included: ATEGORICAL EXEMPTION FILES	TO+2	9/12/2005	11/3/2005	000002: CF	320 RC	725974	41
	Tract Files Scan number included: ATEGORICAL EXEMPTION FILES	TO+2	9/28/2005	11/7/2005	0000023 CF	321 RC	725975	42
	1020202200744317-44323, 1020205200744327-31, TEGORICAL EXEMPTION FILES	TO+2		11/18/2005	0000023 CF		725976	43
001. CA	Tract Files Scan number included: TEGORICAL EXEMPTION FILES	TO -	10/4/2005	1/25/2006	0000023 CR		725977	44
S/35/ 001. CA	Tract Files Scan number included: TEGORICAL EXEMPTION FILES	TOUG	10/25/2005	5/10/2006	0000023 CR		725978	45
s/35/ 01. CA	Tract Files Scan number included: TEGORICAL EXEMPTION FILES	TO . 0		12/13/2005	00000232 CR		725979	16
01. CA	Tract Files Scan number included: TEGORICAL EXEMPTION FILES	70.0	10/28/2005	2/16/2006	00000232 CR(725980 4	17
)1. CA [.]	Tract Files Scan number included: TEGORICAL EXEMPTION FILES	70.0	0/45/000-	2/16/2006	00000232 CRC		725982 4	8
01. CA	Tract Files Scan number included: FEGORICAL EXEMPTION FILES		0.00.000	2/24/2006	00000232 CRC		725983 4	9
(35)	Tract Files Scan number included:	TO+2 1	2/30/2005	2/13/2006	000002329 CRC		725984 50)
10	structions to Reviewer: Line out any house to be used							

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 25

Reviewer Initials: S

,

ð

CITY OF LOS ANGELES REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

R	ECORDS OF: BUILDING AND SAFETY	BUILDING AND SAFETY/BUILDING BUREAU/GRADING				/BAS/35/			
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	INCLUSIVE	E DATES TO	MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUN	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	12/30/2005	2/13/2006	000	002329A CRC	726649	51	
X001. BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included:	TO+2	1/3/2006	3/30/2006	000	002330 CRC	725985	52	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included:	TO+2	1/11/2006	3/15/2006	000	002331 CRC	725986	53	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included:	TO+2	1/13/2006	3/21/2006	000	0002332 CRC	725987	54	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	1/17/2006	3/14/2006	000	0002333 CRC	725988	55	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	1/23/2006	2/25/2006	000	0002334 CRC	725989	56	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	1/23/2006	2/25/2006	000	0002334A CRC	726650	57	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	2/5/2006	3/17/2006	00	0002335 CRC	725990	58	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract Files Scan number included:	TO+2	2/8/2006	3/9/2006	00	0002336 CRC	725991	59	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included:	TO+2	3/13/2006	4/10/2006	00	0002337 CRC	725992	60	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included:	TO+2	3/13/2006	4/10/2006	00	0002338 CRC	725993	61	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included: Dates are for dat	TO+2 es scanned. Reco	1/1/2006 rds are earlier.	12/31/2007	00	0002339 CRC	725994	62	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included: Dates refer to date	TO+2 es scanned; record	1/1/2007 Is are earlier.	2/28/2007	00	0002340 CRC	725995	63	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included: Scanned Februa	TO+2	2/1/2007	2/28/2007	00	0002341 CRC	725996	64	
X001. /BAS/35/	CATEGORICAL EXEMPTION FILES Tract File Scan number included: Scanned March	TO+2	3/1/2007	3/31/2007	00	0002342 CRC	725997	65	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 1435 Berth Pl 14626 Ventura Bl	TO+2	3/1/1979	4/30/1986	13	31 CRC	645727	66	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 1220 Sunset Plaza Drive	TO+2	9/1/1985	6/30/1987	13	32 CRC	645728	67	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 11055 Arminta Av -681 S Western	TO+2	7/1/1986	4/30/1988	13	33 CRC	645729	68	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 1830 N Alvarado - 5200 White Oak Ave	TO+2	3/1/1988	5/31/1988	13	34 CRC	645730	69	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 1545 Amherst St - 8652 Sunland Bl	TO+2	3/1/1988	8/31/1988	13	35	645731	70	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES Negative Declarations 1988. # 88 BS 151 to 88 BS	TO+2 3 189.	1/1/1988	12/31/1988	13	35 CRC	813045	71	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 1002 S Burnside - 2724 Washington BI	TO+2	5/1/1988	8/31/1988	13	36 CRC	645732	72	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 409-413 S Burlington - 10250 Wilshire Bl	TO+2	7/1/1988	9/30/1988	13		645733	73	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 231-255 N. Alvarado St - 5072 Tujunga Av	TO+2	3/1/1988	10/31/1988	13		645734	74	
X005. /BAS/35/	ENVIRONMENTAL IMPACT REVIEW FILES 4426 Cahuenga BI - 295 Whalers Walk	TO+2	6/1/1988	12/31/1988	13		645735	75	
	editerige E. Ebo fillerere fremt								

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed <u>This Page</u>: <u>25</u>

Reviewer 2 Initials:

CITY OF LOS ANGELES REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 4

Date: 1/31/2019

							DOX L	ist raye	4014
	RECORDS OF:	BUILDING AND SAFETY	BUILDING BUI	REAU/GRA	DING		/BAS	/35/	
SCHE ITEM NO.		TITLE OF BOX CONTENTS	TOTAL RETENTION PERIOD	INCLUSI FROM	VE DATES TO	MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
X005. /BAS/35/	ENVIRONMENTAL IMP 1770-1776 Blake - 1	ACT REVIEW FILES	TO+2	1/1/1989	1/31/1989	134	10 CRC	645736	76
X005. /BAS/35/	ENVIRONMENTAL IMP 1444 S Alameda St	ACT REVIEW FILES - 1121 W Washington PI	TO+2	9/1/1988	2/28/1989	134		645737	77
X005. /BAS/35/	ENVIRONMENTAL IMP 2110 Aaron St - 139	ACT REVIEW FILES 937-13949 Ventura BI	TO+2	11/1/1988	2/28/1989	134		645738	78
X005. /BAS/35/	ENVIRONMENTAL IMP 2669 Barrington - 98		TO+2	2/1/1989	3/31/1989	134		645739	79
X005. /BAS/35/	ENVIRONMENTAL IMP 4121 S Alameda St	ACT REVIEW FILES - 11852 Washington Pl	TO+2	12/1/1988	5/31/1989	134		645740	80
X005. /bas/35/	ENVIRONMENTAL IMP 800 N Alameda - 310		TO+2	4/1/1989	5/31/1989	134		645741	81
X005. /BAS/35/	ENVIRONMENTAL IMP/ 10930 Ashton Av - 1		TO+2	4/1/1988	6/30/1989	134		645742	82
X005. /BAS/35/	ENVIRONMENTAL IMPA 7225 Amigo St - 146		TO+2	7/1/1988	6/30/1989	134		645743	83
X005. /BAS/35/	ENVIRONMENTAL IMPA 415-421 S Berendo S	ACT REVIEW FILES St - 459-461 Washington St	TO+2	4/1/1989	6/30/1989	1348		645744	84
X005. /BAS/35/	ENVIRONMENTAL IMPA 737-749 S Ardmore -		TO+2	5/1/1989	8/31/1989	1349)	645745	85
X005. /BAS/35/	ENVIRONMENTAL IMPA 4230 Centinela Av - 5		TO+2	2/1/1989	9/30/1989	1350	CRC	645746	86
X005. /BAS/35/	ENVIRONMENTAL IMPA 7320 Balboa BI - 226		TO+2	6/1/1989	10/31/1989	1351		645747	87

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

RETENTION CODES: MEDIA CODES: RECORD TYPES:

Ì

AU=AUDIT AR-ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EXTERMINATION TO=THE DATE OF THE RECORD, I.e. THE "TO DATE" TE+TERMINATION TO=THE DATE OF THE RECORD, I.e. THE "TO DATE" AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed <u>This Page</u>:



Reviewer Initials:

87